

NORTH CAROLINA PRIVATE PROTECTIVE SERVICES BOARD



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E-Mail: PPSASL@ncdoj.gov Web Page: www.ncdoj.gov/PPS.aspx

PPS LICENSING INFORMATION

Dear Inquirer:

Thank you for your interest in applying for a license, permit or certificate. Enclosed are the necessary forms, North Carolina General Statute 74C, and the Board's Administrative Rules and Regulations 12 NCAC 7D. The statute and accompanying rules will give you the specific requirements of the law; however, the following requirement breakdown for each license, permit or certificate is provided to give you a quick review of the licensing requirements. You are responsible for complying with the entire law as written.

EXPERIENCE

Electronic Countermeasures:

Three (3) years experience in electronic countermeasures, or successfully complete a electronic countermeasures course at a Board approved school. [See G.S. 74C-3(a)(3), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0402]. A list of Board approved schools is attached.

Private Investigator License:

Three (3) years experience conducting investigations in private investigative work, or, three years in an investigative capacity as a member of a law enforcement agency or other governmental agency, or the U.S. Armed Forces. [See G.S. 74C-3(a)(8), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0401].

Security Guard and Patrol License:

Three (3) years experience performing guard and patrol functions while functioning as a manager, supervisor, or administrator with a contract security company, a proprietary security organization, a law enforcement agency or other governmental agency, or the U.S. Armed Forces. [See G.S. 74C-3(a)(6), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0301].

Polygraph License:

Successfully complete a Polygraph course at a Board approved school, pass an examination and performance test administered by a panel of polygraph examiners designated by the Board, and one (1) year experience. NOTE: If you do not have one (1) year of experience, you will be required to complete six (6) months as a trainee. [See G.S. 74C-3(a)(5), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0500]. A list of Board approved schools is attached.

Guard Dog Service License:

Two (2) years experience performing guard dog functions as a manager, supervisor, administrator, or dog handler with a contract security company, proprietary security organization, governmental agency, or the U.S. Armed Forces. [See G.S. 74C-3(a)(7), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0300].

Psychological Stress Examiners License:

Successfully complete an approved P.S.E. School. [See G.S. 74C-3(a)(5), 74C-8, 74C-9, 74C-10, 12 NCAC 7D .0600]. A list of Board approved schools is attached.

Armored Car Profession License:

No experience required.

Courier Service Profession License:

No experience required.

Firearms Trainer:

- (a) Meet the minimum standards established by 12 NCAC 7D .0703 [Security guard registration];
- (b) Have a minimum of one year supervisory experience in security, with a contract security company or proprietary security organization, or one year experience with any federal, U.S. Military, state, county or municipal law enforcement agency;
- (c) Successfully complete the 24-hour PPS basic "Instructor Skills Course" or an equivalent course which is approved by the PPS Director;
- (d) Successfully complete the 40-hour PPS Firearms Instructor Trainer course conducted at the North Carolina Justice Academy, to include, attaining a 90 percent score on the day and night handgun firearms qualification courses of fire at the beginning of the course. [See G.S. 74C-5, 74C-9, 74C-10, 74C-13, NCAC 7D 0900]: and
- (e) Applications for Firearms Trainer are not accepted until the applicant has completed the Trainer course. Persons interested in attending the Firearms Trainer Course should submit a written request to the PPS office. If you meet the minimum qualifications indicated, you will be notified in writing once scheduled to attend the class. The North Carolina Justice Academy is currently the only agency approved to conduct this course.
- 2. BE AT LEAST 18 YEARS OF AGE AND A HIGH SCHOOL GRADUATE OR EQUIVALENT
- 3. BE A US CITIZEN OR A RESIDENT ALIEN
- 4. BE OF GOOD MORAL CHARACTER AND TEMPERATE HABITS (NO CRIMINAL RECORD, ETC.)
- 5. If, after reviewing the previous listed requirements, you determine that you qualify, you must then submit the following:
 - (a) A completed application form. (Do not leave any blanks. Incomplete applications could delay the process.)
 - (b) One (1) completed fingerprint card (all data must be complete, accurate and readable).
 - (c) Submit application to the PPS office along with documentation to verify your experience. E-mail a digital photograph to the PPS office [e-mail address is PPSASL-Photos@ncdoj.gov]. Digital photographs must be submitted in *jpeg (.jpg) format and the licensee's full name with the last name first, last four digits of licensee's social security number and state the type is a license when naming the .jpg photograph for proper identification, [example: Doe.John.Joseph.1234.Licensee.jpg]. The photograph must be current with no caps or hats being worn. Paper photographs, polaroids and other similar types of photos are not acceptable. *Note: If you are a current license holder and have previously submitted a passport or digital photo as per these specifications to receive identification credentials, you need not submit a new photo unless your appearance has significantly changed.
 - (d) Proof of high school graduation, general education certificate or proof of graduation from an accredited college or university.
 - (e) Documentation verifying legal resident alien status (if not a US citizen).
 - (f) DD 214 (if veteran or discharged). If currently in the military, you must submit a letter from your commanding officer.
 - (g) \$150.00 non-refundable application fee and an additional \$38.00 fee for an SBI/FBI fingerprint check. Must be paid by check or money order payable to the Private Protective Services Board.

*Special Note to Firearms Trainer Applicants:

Applicants are assessed an "up front" application fee to enroll in the Firearms Instructor Trainer Course as partial payment for the cost of the course. Upon successful completion of the training course, the \$25.00 application fee and a \$40.00 registration fee for Firearms Trainer Certification is submitted along with the application documents and the remaining costs for participation in the Firearms Trainer Course.

*IMPORTANT NOTE: Pursuant to G.S. 25-3-506, a \$25.00 processing fee will be charged for checks submitted to the PPS Board on which payment has been refused due to insufficient funds or bank account has been closed.

- (h) A signed and notarized PPS release of records form. In addition, the applicant must sign the SBI release of records information form.
- (I) North Carolina Residents shall obtain a criminal record check from the Clerk of Court or from the current on-line vendors listed on the Administrative Office of the Courts web site. Criminal records are required for each county of residence for the past sixty (60) months and must not be over sixty (60) days old when received in the PPS office. Approved on-line providers are located on the NC Administrative Office of the Courts website: http://www.nccourts.org/Citizens/GoToCourt

Out-of-state applicants must submit an out-of-state criminal record for each county of residence for the past sixty (60) months.

The criminal record must not be over sixty (60) days old when received in the PPS office. All out-of-state criminal records <u>must</u> be obtained from Criminal RecordCheck.com. You may order your criminal record via the internet at <u>www.PPSBcheck.com</u> or call 1-877-272-0266, ext 1029.

- Complete the Written Plan of Supervision form if applying for a Private Investigator Associate license or Temporary Permit.
- (K) Application for a company business license (every business, except a sole proprietorship, is required to have a business license issued by the Board) [Not applicable for Firearms Trainers].
- (L) The enclosed Personal Reference Questionnaire is to be completed by each of the references you have listed on the application. The questionnaire is to be completed by the reference only and must be mailed in with your application to Private Protective Services, 4901 Glenwood Avenue, Suite 200, Raleigh, NC 27612.
- (M) The applicant must submit an Equifax credit check which must have been run within thirty (30) days of the application submission date.

If you have any further questions you should contact the Licensing Unit of the North Carolina Private Protective Services Board at (919) 788-5320.

Sincerely,

Terry M. Wright

Director

Enclosures